

77.5316

ES 77-11

4 August 1977


MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of DCI Correspondence

1. At the 2 August staff meeting it was mentioned that some DCI correspondence is being reworked because the Director is well enough acquainted at the Cabinet level to correspond on a first name basis and in a less stylized fashion. Mr. Wells suggested that a list be circulated on those senior officials the DCI will correspond with in this fashion. We have consulted the Director and he asks that all letters to Cabinet officers except the Vice President be prepared using their first names.

2. The Director has also indicated that he wishes to address most everyone else by their first names unless he does not know them personally. In the event your offices have questions concerning whether or not the Director has corresponded on a first name basis, please feel free to call and we will look in the file and advise.

STATINTL


B. C. Evans
Executive Secretary

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